

# FORT WORTH COUNTRY DAY

## AN EQUAL OPPORTUNITY EMPLOYER

Fort Worth Country Day is an Equal Opportunity Employer. It is our policy to treat all employees and applicants fairly and equitably and in doing so, comply with all applicable federal and state laws relative to employment.

## APPLICATION FOR EMPLOYMENT

**Date of Application** \_\_\_\_\_ **Date available if hired** \_\_\_\_\_

Please type or print. In responding to questions in this application, you may exclude organization names, memberships, activities, etc., that indicate race, religion, creed, gender, sexual orientation, age, disability, veteran status, national origin or any other legally protected status if you so desire.

### PERSONAL DATA

<b>Name</b>		<b>Phone #</b>	<b>Home</b>	
	Last First Middle		<b>Cell</b>	
<b>Address</b>		<b>E-mail</b>		
	Number and Street			
		<b>Salary desired</b>		
	City State Zip code			

Check type of employment desired ☐ Full-time ☐ Part-time ☐ Temporary Willing to work overtime? ☐ Yes ☐ No

### Are you:

<input type="checkbox"/> Yes <input type="checkbox"/> No	able to prove you are a U.S. citizen or otherwise legally permitted to work in the United States if hired?
<input type="checkbox"/> Yes <input type="checkbox"/> No	over the age of 18?
<input type="checkbox"/> Yes <input type="checkbox"/> No	a previous applicant? If yes, when? _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	a previous employee? If yes, when? _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	willing to travel if required?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have any relative(s) presently working at Fort Worth Country Day? If yes, list name and relationship.
	<div></div>

<input type="checkbox"/> Yes <input type="checkbox"/> No	During the last seven (7) years, other than minor traffic violations, have you been convicted of a crime? If yes, describe.
	<div></div>

## EDUCATION AND TRAINING

A resume providing this information may be attached as a supplement.

Type of School	Name and Location of School	Dates Attended	Name and Date of Degree Earned	Major and Minor Fields of Study
High School				
Business/Trade/ Technical				
College(s)				
Other Training (Explain)				

## ADDITIONAL QUALIFICATIONS

Please describe any experiences, special skills, honors, awards, publications, licenses, qualifications, etc. that you feel especially prepare you for the position for which you have applied.

## REFERENCES

List at least three (3) business or educational references that are **NOT** relatives or personal friends.

Name/Occupation	Address/Telephone #	Relationship

## WORK EXPERIENCE

Please begin with most recent position and document a minimum of ten (10) years of work experience if available; add supplemental sheets if additional space is needed. A résumé providing this information also may be attached.

Company Name:		Phone #		
Address:		Dates of Employment	From (M/YY)	
			To (M/YY)	
Name of Supervisor:		Salary:	Starting \$	
			Ending \$	
Job title and description of responsibilities:		Reason for change:		

Company Name:		Phone #		
Address:		Dates of Employment	From (M/YY)	
			To (M/YY)	
Name of Supervisor:		Salary:	Starting \$	
			Ending \$	
Job title and description of responsibilities:		Reason for change:		

Company Name:		Phone #		
Address:		Dates of Employment	From (M/YY)	
			To (M/YY)	
Name of Supervisor:		Salary:	Starting \$	
			Ending \$	
Job title and description of responsibilities:		Reason for change:		

Company Name:		Phone #		
Address:		Dates of Employment	From (M/YY)	
			To (M/YY)	
Name of Supervisor:		Salary:	Starting \$	
			Ending \$	
Job title and description of responsibilities:		Reason for change:		

## APPLICANT STATEMENT

I have answered all questions in this Application for Employment to the best of my ability and in a true and complete manner. If employed, I realize false information in this Application, my resumé or any other information I provide to Fort Worth Country Day will be grounds for termination.

I authorize Fort Worth Country Day and its agents to investigate or cause an investigation to be made of my work experiences, education/training, references, credit history (if applicable to the position), motor vehicle check (if applicable to the position) and all other aspects of my background relevant to my possible employment by Fort Worth Country Day, including all statements made in this Application, in my resumé or any other information provided to Fort Worth Country Day. I hereby release Fort Worth Country Day and its agents, as well as any person to whom such inquiry is directed, from any liability arising directly or indirectly from such investigation.

I understand that if I am hired, and do not have a written employment agreement, that my employment relationship with Fort Worth Country Day will be of an “at will” nature. This means that Fort Worth Country Day may terminate my employment at any time, with or without cause and with or without notice. I also understand that neither this Application nor any other Fort Worth Country Day documents, including Fort Worth Country Day’s personnel policies, are to be interpreted or construed as an offer of employment or a contract of employment and that Fort Worth Country Day may modify, change or revoke any of its employment or personnel policies, pay practices and benefits at any time without my agreement.

I have read and understand the above.

---

Signature of Applicant

---

Name (Printed)

---

Date Signed